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MINISTRY OF LABOUR HEALTH AND SOCIAL AFFAIRS

Ministry of Labour, Health and Social Affairs of Georgia

E-Health

Case Registration Module

User Manual for Medical Case Registration

Health Management Information System

November

2012

Contents

Introduction

The Case Registration Module represents a part of the Health Management Information System. The purpose of the module is to ensure registering in-patient cases in online regime by healthcare facilities. It will enable the Ministry of Labour, Health and Social Affairs of Georgia (MoLHSA) and other stakeholders to receive information in real-time instead of retrospectively, analyze it and react accordingly on medical cases.

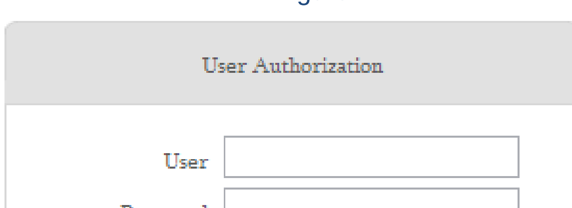
The Case Management Module can be found on Health Management Information System portal, in Accounting and Finantial Management Category at the following address: ehealth.moh.gov.ge

The portal is supported by all common web browsers and is compatible with all operating systems.

1. User Authorization

The user must log into the system using his/her username and password (the information is provided by the system administrator) to get access to the system. Enter in the current password, followed by the new password that must contain minimum one letter (it is recommended to use Latin letters). Enter your username, password and click on the Login button (Fig. 1).

Figure 1



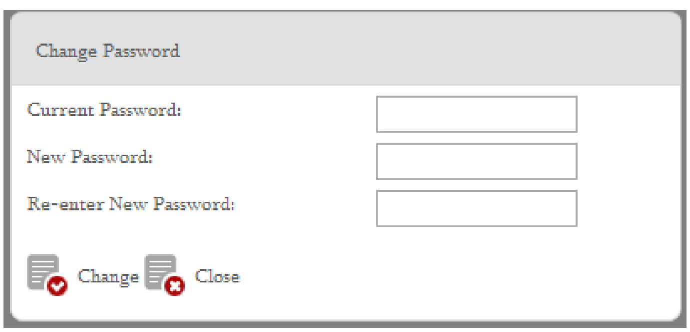
Enter your username, password and click on the Login button (Fig. 1).

Any user must follow the following instructions to change his/her password:

Click on the  button to open Change Password window. Enter your current password, followed by the new password that must contain minimum one letter (it is recommended to use Latin letters). The user must re-enter password to avoid mistakes.

Click on the Save button to save changes made to the database (Fig. 1.1)

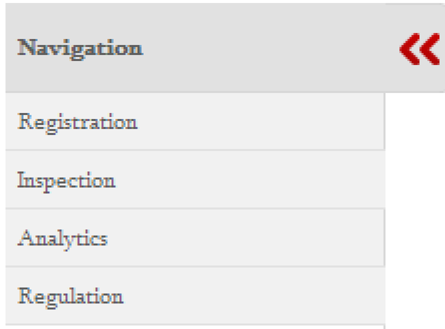
Figure 1.1



2. Navigation Pane

The Navigation Pane includes the following information (Fig. 2):

Figure 2



- Registration
- Inspection
- Analytics
- Regulation

Instructions on how to use the medical case registration module is given in this document.

3. Add New Cases

The user clicks on the Add Case button to register a new medical case in the system.
The system allows users to register all in-patient cases despite funding sources that is discussed in the relevant paragraph of the document.

Before adding data the user can search for cases in order to prevent duplicated entries.

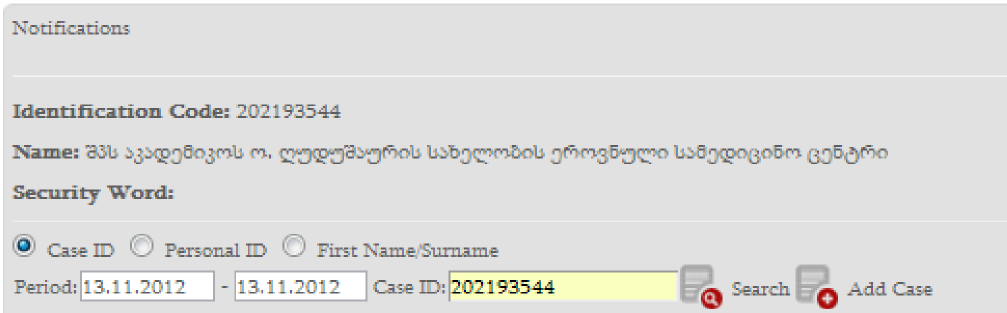
Cases can be searched for in different fields:

- Case ID (searching by ID)
- Personal Number
- First Name and Surname
- Provider Name

Specify the period for which you are intereseted in obtaining data for.

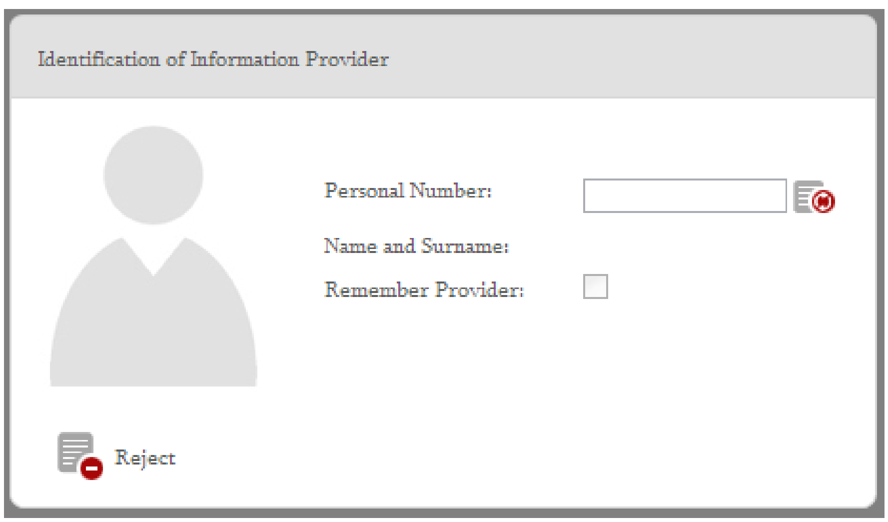
If the user clicks on the Search button without using a filter, the entire list of registered cases will appear on the interface (Fig. 3).

Figure 3



First of all, the user (i.e. informaiton provider) is identified (Fig. 4) while registering medical cases.

Figure 4

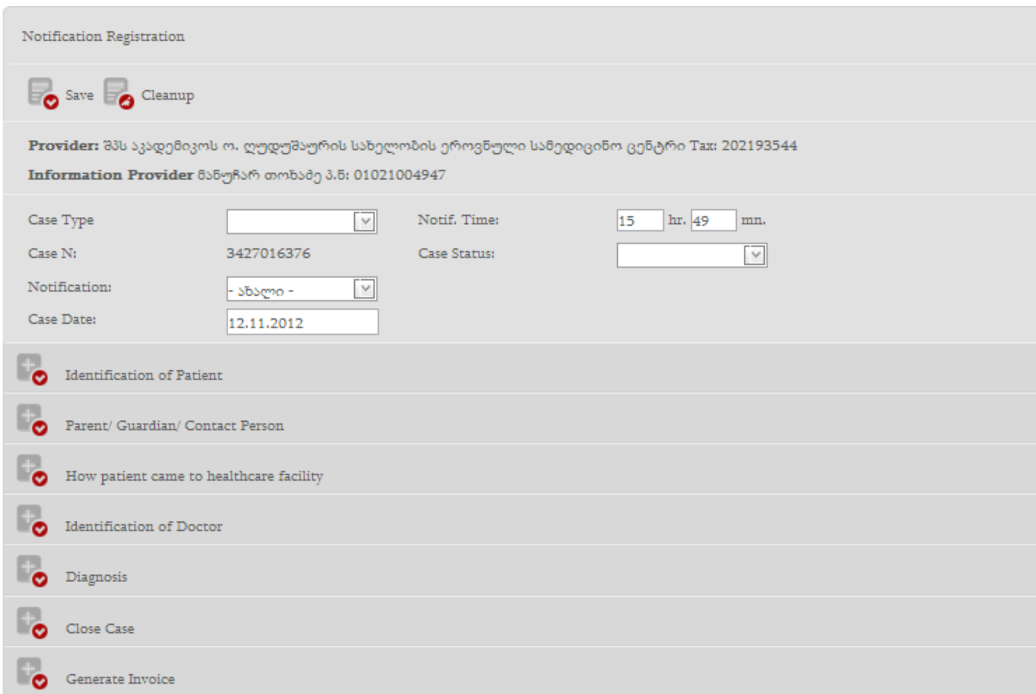


After entering a personal number, the person will be identified by clicking on the synchronization button. His/her photo will appear on the screen with words: “Person Providing Information Identified”. If the user marks the Remember Provider: field, the person providing information need not be identified when a recurrent case is registered or edited. If the user tries again to log into the module, the person must be identified. The identified person’s first name, surname and personal number will appear on the homepage by clicking on the Confirm Confirmation button.

The person providing information must be identified while registering a new case or adding a notification to the case, particularly: if the patient is registered in the system and any type of information related to him/her was changed (e.g. diagnosis) before discharge. There may be one medical case but several notifications received in different time periods (this issue is discussed in details in the relevant paragraph of the document).

The next step is to move to the Case Registration page (Fig. 5).

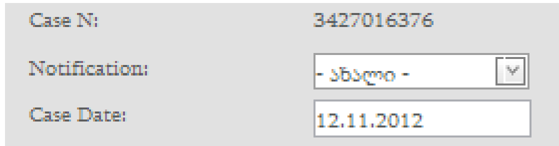
Figure 5



The system assigns a unique number to every newly registrated case.

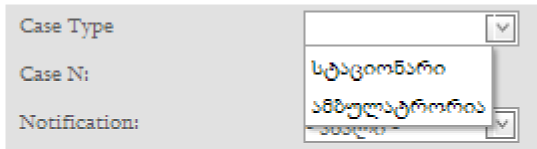
When the case status is selected, the system automatically shows date and time of adding the case (Fig. 6).

Figure 6



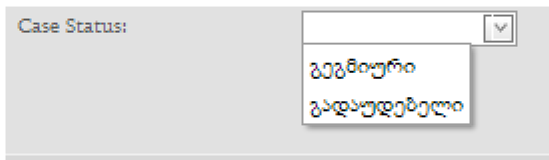
The user chooses the case type wheather it is in-patient or out-patient (Fig. 7).

Figure 7



The status of the case (in-patient or out-patient) must also be chosen (Fig. 8).

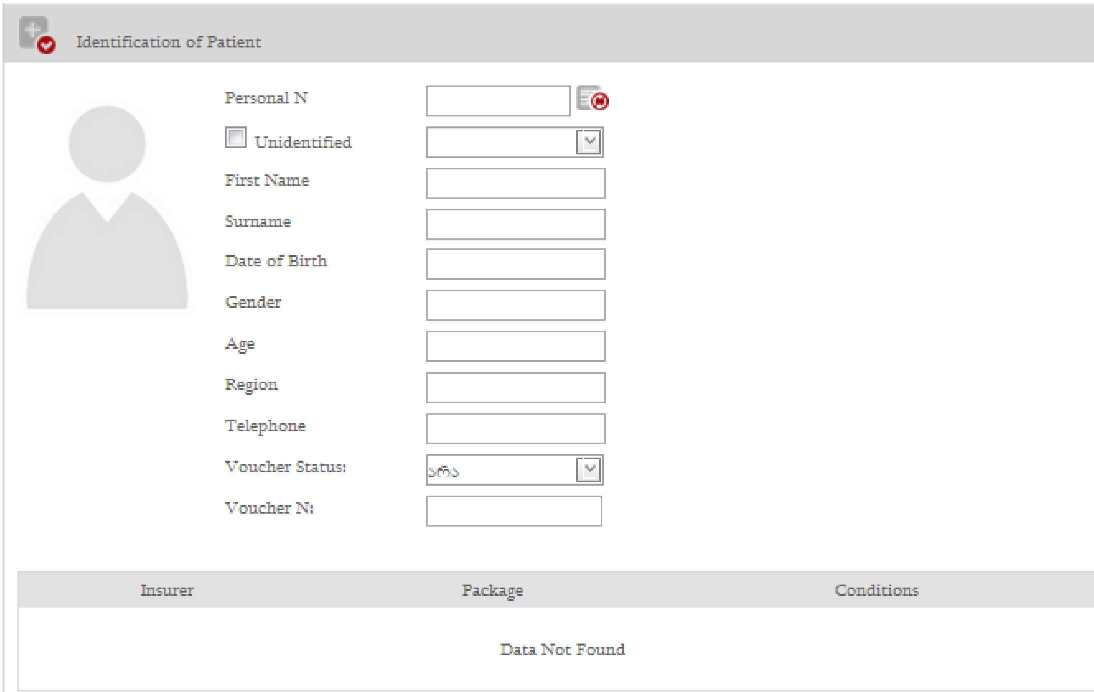
Figure 8



3.1 Patient Identification

The user enters the patient's personal number into the Peronal # field and clicks on the button to identify him/her. All fields, except Phone field, will be filled out automatically. Telephone number can be entered manually (Fig. 9).

Figure 9



If the patient cannot be identified by personal number, select the field “Unidentified” and assign a status of “Unknown” or “Foreigner” to the individual. The system automatically assigns a temporal identification code to the patient and the field becomes yellow.

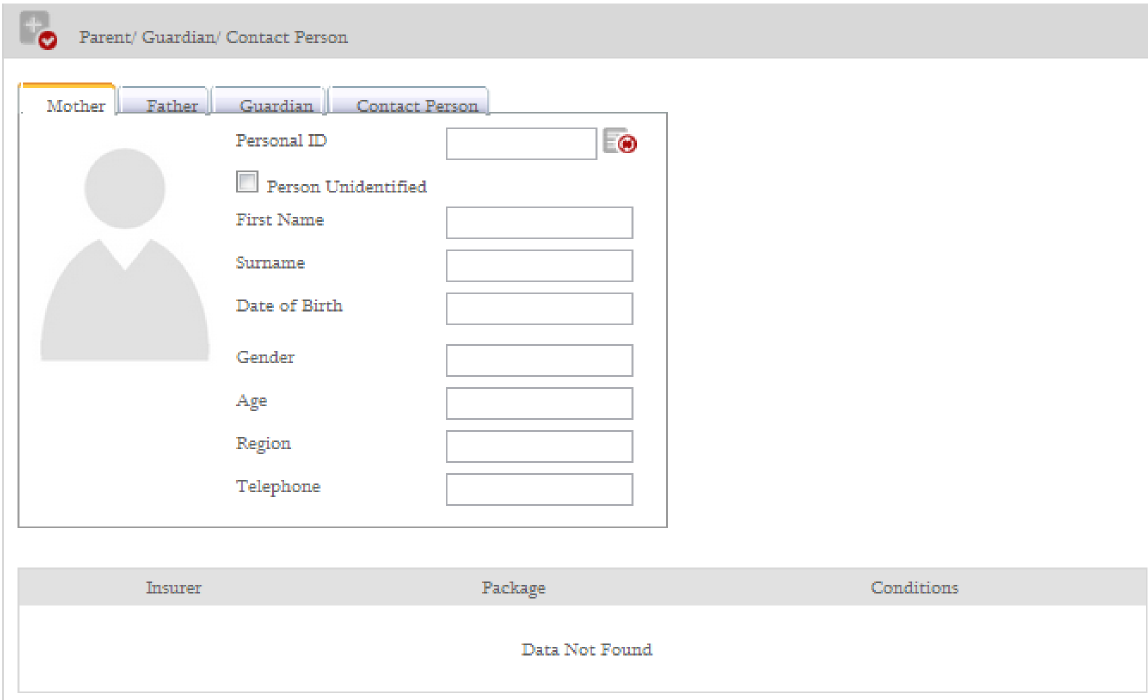
The unidentified patient registered as “Unknown” must be identified no later than completion of the treatment course in the healthcare facility. Otherwise, different sanctions may be imposed on the healthcare facility.

3.2 Parent/Guardian/Contact Person

Enter the individual’s personal number if he/she is under-age and has personal number. If the patient has no personal number he/she can be identified by parent’s personal number (Fig. 10).

When the user enters personal number, all fields, except the Phone field, are filled out automatically.

Figure 10

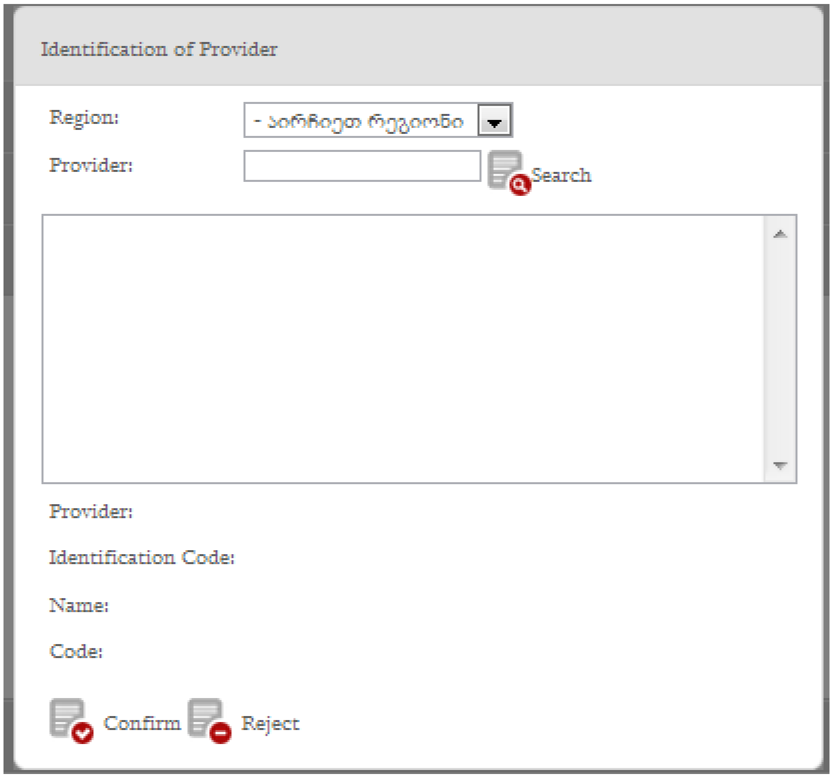


If the patient cannot be identified, select “Parent Unknown”. In this case a temporal unique number will be assigned to the parent.

3.3 Going to Healthcare Facility

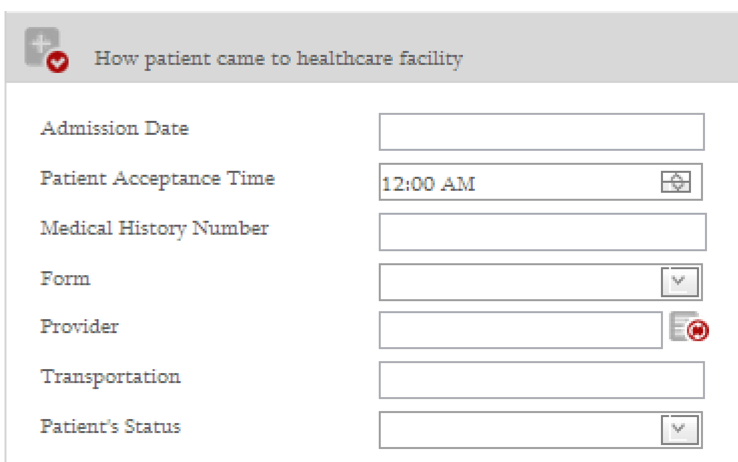
The following must be entered into the system: admission time and date, medical history number and whether the patient went to the healthcare facility himself/herself or was transferred from another provider. Enter the name of the healthcare facility from which the patient was transferred and fill out the additional field – Form of Transportation if applicable (Fig. 11).

Figure 11



While registering the case the user indicates the status of patient's care provided in the healthcare facility at the moment of registration: "Being treated" or "Not being treated" (Fig. 12).

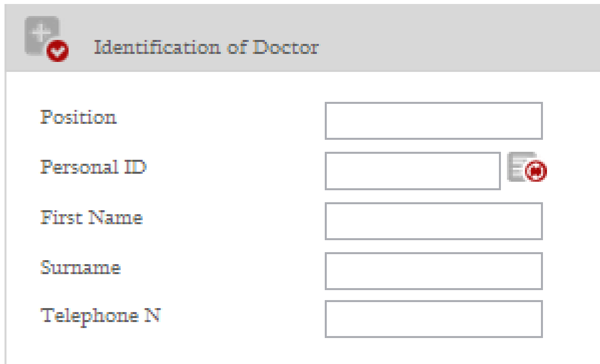
Figure 12



3.4 Identification of Doctor in Charge

The doctor in charge is identified similar to the patient or parent and the following fields must be filled out additionally (Fig. 13):

Figure 13

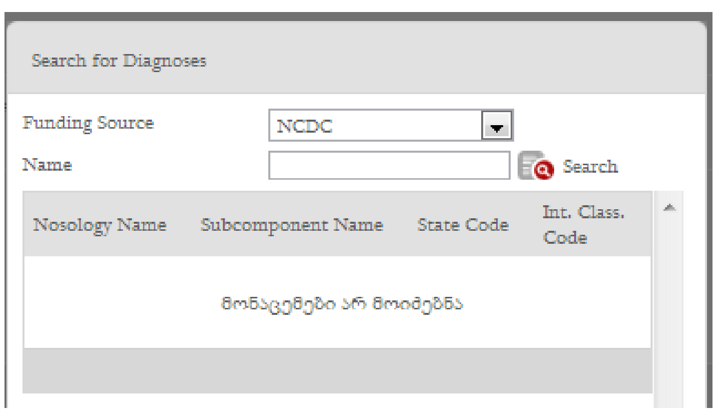


Position of the doctor in charge must be indicated.

3.5 Add Diagnosis

By clicking on the Add Diagnosis button (Fig. 14) a diagnose selection window will open to choose the funding source and diagnosis according to the funding source that can be state-subsidized programs, private or self-funded insurance plans.

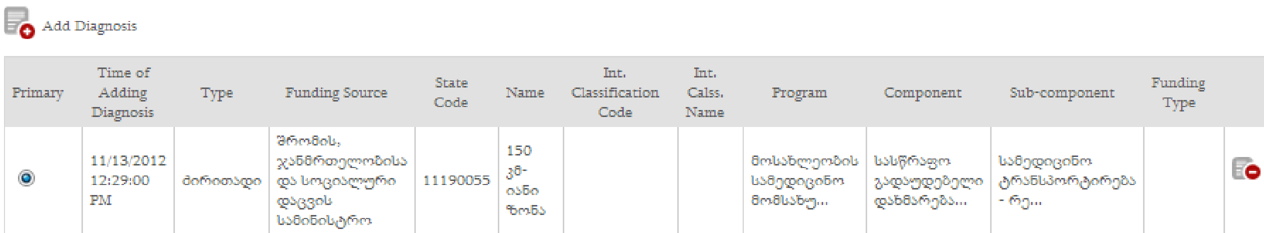
Figure 14



After selection of the relevant diagnosis in the window click on the Save button to add the diagnosis together with other necessary fields to the corresponding list on the Case Registration form (Fig. 15).

Several diagnoses can be added to one medical case in the system. One of them must be a primary diagnosis and others – secondary diagnoses. The user must undergo this procedure again to add additional diagnoses.

Figure 15

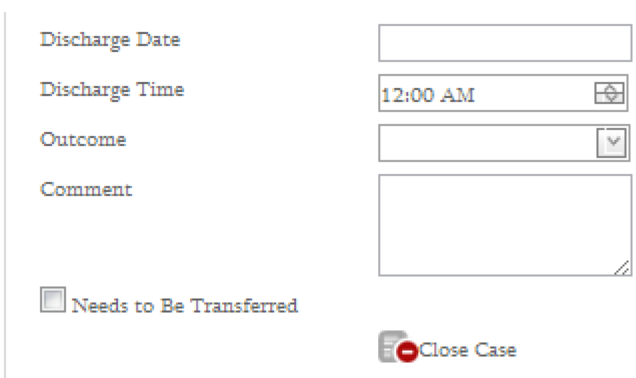

Add Diagnosis

Primary	Time of Adding Diagnosis	Type	Funding Source	State Code	Name	Int. Classification Code	Int. Calss. Name	Program	Component	Sub-component	Funding Type	
	11/13/2012 12:29:00 PM	ძირითადი	შრომის, ჯანმრთელობისა და სოციალური დაცვის სამინისტრო	11190055	150 კმ-იანი ზონა			მოსახლეობის სამედიცინო მომსახუ...	სასწრაფო გადაუდებელი დახმარება...	სამედიცინო ტრანსპორტირება - რე...		

3.6 Closing Cases

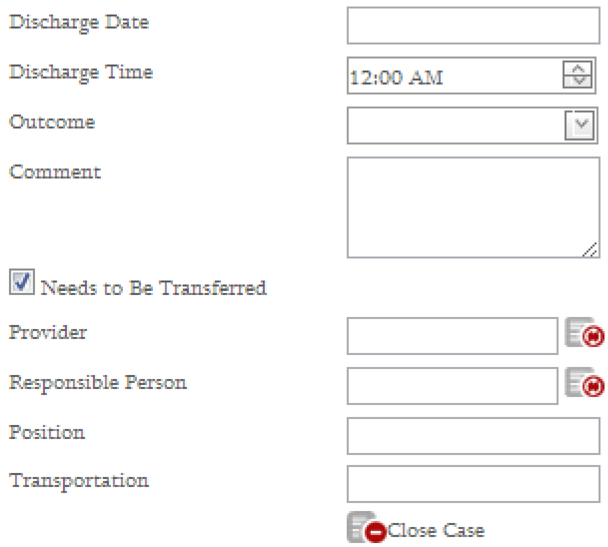
If treatment is completed or the patient is transferred to another healthcare facility, the medical case will be closed. The user must enter date and time of discharge, treatment outcome and comment (Fig. 16).

Figure 16



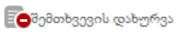
If the patient needs transfer (Fig. 17), select the field - “Needs transfer” and indicate the healthcare facility where to transfer the patient. The data concerning the person responsible for transportation of the patient must be entered into the system. Comments related to medical cases can also be made in the system.

Figure 17



After filling out the relevant fields mentioned-above, click on the 

button to complete the case registrationn process. It should be noted that while saving data the user can add or change the information. In this case “Open” status is given to the case (Fig. 18).

When the user closes the case by clicking on the 

button, “Closed” status is given to it (Fig. 18). The final step is to send the relevant case to relevant providers by e-mail.

Figure 18

		შემთხვევის სტატუსი △	დაფინანსების წყარო	რეგიონი	ორგანიზაცია
		დახურული	შრომის, ჯანმრთელობისა და სოციალური დაცვის სამინისტრო	თბილისი	შპს აკადემიკოს ო. ღუდუშაურის სახელობის ეროვნული სამედიცინო ცენტრი
		ღია	დაავადებათა კონტროლის და საზოგადოებრივი ჯანმრთელობის ეროვნული ცენტრი	თბილისი	შპს აკადემიკოს ო. ღუდუშაურის სახელობის ეროვნული სამედიცინო ცენტრი

4. Add Repeated Notifications/Edition Interface

Repeated notification is sent no later than the discharge. While registering a repeated notification the medical case must be found to which the notification will be added. The reason for adding new notifications to medical cases may be changes to already registered data that can be made in case of changed diagnosis, when the patient needs transfer or an additional parameter is added, etc.

Data can be grouped according to different fields/parameters, e.g. according to regions and providers simultaneously. In this case drag the Region field to the area of the interface where the note stands: “Drag a column/s here to group by that column/s,”, then move the Provider field, etc (Fig. 19).

Figure 19

Drag a column to group here by that column

		Case Status	Funding Source	Number of Messages	Region	Provider	Patient's Personal #	Patient's First Name	Patient's Surname	Admission Date	Date of First Notification	Date of Last Notification
		ღია	დაავადებათა კონტროლის და საზოგადოებრივი ჯანმრთელობის ეროვნული ცენტრი	1	თბილისი	შპს აკადემიკოს ო. ღუდუშაურის სახელობის ეროვნული სამედიცინო ცენტრი	01029013214	ალექსანდრე	დულგარიანი	10/19/2012 12:00:00 PM	10/19/2012 3:16:47 PM	10/19/2012 3:16:47 PM
		ღია	დაავადებათა კონტროლის და საზოგადოებრივი ჯანმრთელობის ეროვნული ცენტრი	1	თბილისი	შპს აკადემიკოს ო. ღუდუშაურის სახელობის ეროვნული სამედიცინო ცენტრი	61651001648	დათო	მჟავანაძე	10/19/2012 12:00:00 PM	10/19/2012 4:00:16 PM	10/19/2012 4:00:16 PM

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